



Special Events Policy Requirements

If any portion of a City street and or sidewalk within the City's right of way is to be restricted or closed, it is necessary to obtain a permit from the Transportation and Public Works Department.

Public or Private Property

If a public or private event with anticipated attendance of 500 or greater, a Special Event Permit shall be required (churches and schools exempt and other entities are also exempt if the event is in compliance with its certificate of occupancy). Required to comply with Special Events Process and all applicable ordinances. Contact the Development Department - events on private property requires approval from the Board of Adjustments (per ordinance – 60-day review process). Required to provide adequate parking for event patrons.

Special Event means a temporary event or gathering, including but not limited to parades, street dances, races, concerts, festivals, celebrations, carnivals, circuses, using either **private** or **public property**, in which the estimated number of participants and the spectators **exceeds 500** during any day of the event and that involves one or more of the following activities:

- a. closing of a public street;
- b. blocking or restriction of public property;
- c. blocking or restricting access to private property of others;
- d. use of pyrotechnics or special effects;
- e. use of open flame, explosions or other potentially dangerous displays or actions;
- f. sale of merchandise, food, or beverages on public property outside the central business district, or on private property where otherwise prohibited by ordinance;
- g. erection of a tent on public property, or on private property where otherwise prohibited by ordinance;
- h. installation of a stage, band shell, truck, trailer, van, portable building, booth, grandstand, or bleachers on public property or private property where otherwise prohibited by ordinance;
- i. placement of portable toilets on public property or on private property where otherwise prohibited by ordinance; or
- j. placement of temporary no-parking, directional, oversize or identification signs or banners in or over a public right of way, or on private property where otherwise prohibited by ordinance.

Notification:

The event holder is required to provide written documentation (English and Spanish, when appropriate) to all residential, non-profit and commercial properties, and specified organizations and agencies affected by the closures, including all closed streets and businesses and homes within a one (1) block radius of the closure. Notice to the public must be provided at least three (3) weeks in advance of the event. The notice must state the dates of the event, the schedule of concerts or performances and state the time restrictions street closures will occur. Any questions or concerns from residents,

business or property owners shall be addressed by the event holder prior to issuance of a permit.

Food or Beverages

If food or beverages are served to the public, it shall be the responsibility of the event holder to obtain a health permit and arrange for food handling training from **Consumer Health at 817- 392-7255**.

Alcoholic Beverages

To serve or sell alcoholic beverages, it is the responsibility of the event holder to obtain the proper permits, licenses and training from the **Texas Alcoholic Beverage Commission at 817- 451-9466**.

If alcohol is to be sold, \$1,000,000 liquor liability insurance is also required.

Public Safety

It is the responsibility of the event holder to provide EMS, Public Safety Plans (in accordance with the Fire Code, Section 403.1.1, and 403.1.2), Site Plan which includes the event layout, structures, tents, cooking arrangements, Fire Marshall, etc., as required by the **Fire Department**.

The event holder shall provide Security, Traffic Control and Emergency Evacuation Plans as required by the **Fort Worth Police Department**. **THE EVENT HOLDER AND COORDINATING POLICE OFFICER** are required to attend the pre-event meeting before **APPROVAL** of the event is granted. Event Holder and key staff required to attend safety briefing meeting with police coordinator on the day of event prior to start of event.

Event holder required to provide provisions for its participants such as water, medical assistance, etc., and these provisions must be readily accessible during event at all times.

****The City reserves the right to stop an event at any time if deemed a public safety issue.***

Other Special Events in the City Right of Way

If an event, as described below, is held or staged on a City street, right of way or sidewalk, the Special Events Street Use Policy shall be followed.

- Parade or procession
- Tournament or competition
- Festival or cultural event
- Exhibition or show
- Concert
- Carnival
- Run event

- Walk event

Structured walks require that an event official be *present* at the start line of the walk.

Please note: Prior to starting the event, the Event Holder is required to announce that “running is not authorized and to do so is at the risk of the participants”

A permit shall be obtained for all parades, runs, races, walks, bike events, processions, etc. that are conducted in the City’s right of way.

Parades and processions should contact the Police Department’s Special Events Sergeant at 817-871-7110 three (3) weeks prior to the event in order to obtain a permit. Event organizer is required to hire off-duty Fort Worth police officers to provide traffic control during the event.

Use of Park Locations

An application must be obtained from the **Parks and Community Services Department** and **submitted** forty-five **(45)** days prior to the event if any portion of the event uses a city park location.

Contact the Parks & Community Services Department at 817-392-5718.

Filming

If filming activities are held or staged on a City street, right of way or sidewalk, Street Closure and Special Event policies are to be followed and a permit issued by the Transportation and Public Works Department’s Street Permit Center located at 311 W. 10th Street. Filming permit fee is \$250.

Insurance Requirements

If an event, as described above, with an anticipated attendance of 500 or greater and/or is held in the Central Business District (CBD), Historical Stockyards District or Cultural District, a Special Event Permit and Certificate of Insurance in the amount of \$1million Commercial General Liability listing the City of Fort Worth as an additional insured is required.

Eligibility/Criteria:

1. Comply with **Standard Production Requirements**
2. Streets may be temporarily closed if they do not interfere with necessary traffic circulation, or police and fire emergency routes. This requirement is normally satisfied through the use of streets during weekends and holidays and with permission of relevant City departments.
3. Profit and non-profit firms, corporations and/or associations may request street closures.
4. For-profit organizations are required to obtain approval from City Council (must allow sufficient lead-time for processing and placing Mayor and Council Communication on City Council Agenda).
5. Temporary street closures conforming to these guidelines may be approved if determined to be in the public interest.
6. No interstate highway or frontage road shall be closed without permission from the City and Texas Department of Transportation – **contact TxDOT at 817-370-6749.**

Requirements:

1. Event holders must complete application and submit requests to TPW Street Permit Center no later than forty-five **(45)** days prior to the event for review and consideration. An application for a special event or temporary street closure permit may be obtained from the Transportation and Public Works Department Traffic Engineering Division's Street Permit Center at 817-392-7894 or on the City's Web site: www.fortworthgov.org/tpw
2. Event holder and the **Event Coordinating Police Officer** must attend the pre-event meeting prior to the event.
3. If more than (5) peace officers are required as deemed by the **FORT WORTH POLICE DEPARTMENT (FWPD)**, a peace officer who holds the rank of a supervisor shall be required as part of the security plan. If (5) FWPD Officers are utilized, a sergeant or above shall be required. FWPD officers are **required** to be on-site during the setup/removal and operational hours of event.
4. Barricades are required to be staffed by an adult **(18 years of age or older)** during vendor setup and take down and during event operational hours. Barricade staff must wear safety vests.
5. A certificate of insurance showing the City of Fort Worth as an additional insured in the amount of \$1million General Liability is required. An additional \$1million liability is required if alcoholic beverages are to be served or sold.
6. An event site plan, traffic control plan and safety plan must be submitted for the event. It is important to maintain access to businesses for customers and to keep adjacent neighborhood streets open for area residents.
7. Provide a copy of your notification letter to all affected businesses and/or residents.

Notification:

The event holder is required to provide written documentation (English and Spanish, when appropriate) to all residential, non-profit and commercial properties, and specified organizations and agencies affected by the closures, including all closed streets and businesses and homes within a one (1) block radius of the closure. Notice to the public must be provided at least three (3) weeks in advance of the event. The notice must state the dates of the event, the schedule of concerts or performances and state the time restrictions street will occur. Any questions or concerns from residents, business or property owners shall be addressed by the event holder prior to issuance of a permit.

In addition to property owners, businesses and residents, the following organizations must also be notified of any request for a street closure at least three (3) weeks prior to the event:

	Phone #	Fax #
1. All Permits:		
Fire Prevention, F.D.	392-6834 and 392-7635	392-6867
Police Traffic Division (Parade Permits)	871-7110	
Consumer Health	392-7255	
2. Central Business District Contacts:		
Police Department Central Division	392-3975 or 392-3900	392-4790
Downtown Fort Worth, Inc.	870-1692	335-3113
Fort Worth Transportation Authority	212-2533	215-8902
Fort Worth Visitors & Convention Bureau	336-8791	336-3282
Fort Worth Convention Center	392-2502	392-2756
3. Stockyard District Contacts:		
Police Department NPD #3	740-2103	740-2122
North Fort Worth Business Association	626-7921	625-9744

Fees

A **Special Event Permit Fee** in the amount of **\$150** and a **Special Event Deposit of \$700** shall be provided to the City for street closures to ensure proper clean up, etc. and reimbursement to cover damages to public or private property. In the event that the requirements of the permit are not complied with in full, the event holder shall forfeit the deposit.

When additional City resources are required, such as police, fire, medical, water, traffic devices, as determined by the City for health and safety reasons, such as additional police or fire personnel, or public safety provisions such as water, medical equipment, are provided during a special event, the special event deposit will be retained and the event producer will be invoiced for the additional amount incurred. This amount shall be paid within thirty (30) days and failure to pay will result in no additional permits being issued.

All fees will be addressed at the **pre-event meeting**, including fees for Police and Fire Departments as determined.

Approvals

The City traffic engineer shall approve or deny any request for temporary closures that are in the public interest and/or may waive any technicality related to this policy.

Violations

Any person who shall violate any portion of this special events process will be subject to fines, probation and/or revocation of special events permit and will not be eligible to hold any future events without fully satisfying the special events policies.

Appeal Process

A person may appeal a denial, suspension or revocation of a special events permit if he or she requests an appeal, in writing, received by the city manager not more than ten (10) days after notice of the action of the director is received by the applicant.

The city manager or his designated representative shall act as the appeals hearing officer in an appeal under this section. The hearing officer shall give the appealing party an opportunity to present evidence and make argument in his or her behalf. The formal rules of evidence shall not apply to an appeal hearing under this section, and the hearing officer shall make a ruling on the basis of a preponderance of the evidence presented at the hearing.

The hearing officer may affirm, modify or reverse all or part of the action of the director being appealed. The decision of the hearing officer is final.

All notices required under this article shall be in writing and sent certified or registered, return receipt requested through the United States Postal Service.

Schedule

The following schedule is recommended in order to provide sufficient time to plan the event, notify affected businesses and residents, obtain approvals of plans and a permit two weeks prior to the event.

45 days or more before the event	30 days before the event	15 days before the event
<ul style="list-style-type: none"> * Submit notice of intent to be placed on the City special event and parade calendar * Submit application, permit fee and security deposit * Attend pre-event meeting to review preliminary site plans, vendor list, fencing, tent placement, portable toilet placement, traffic control plan, emergency plan, notification to impacted businesses and residents, and other information as required by the special events policy. 	<ul style="list-style-type: none"> * Submit certificate of insurance – General Liability and Liquor Liability (if applicable) * Distribute notification about event to impacted businesses and residents * All approvals obtained from TPW, Police Department, Fire Department, Consumer Health, Parks and Community Services and Public Events * Permit issued after all requirements met. 	<ul style="list-style-type: none"> * Submit final site plan for pre-event and post-event inspections

***Permit will not be issued without the certificate of insurance.**

ALL REQUIREMENTS FOR A SPECIAL EVENT AND STREET USE PERMIT MUST BE MET NO LATER THAN TEN (10) DAYS BEFORE THE EVENT.

For More Information

For more information or questions, contact the Special Events and Street Permit Center at 817-392-6594 or visit the Web site at www.fortworthgov.org/tpw.